

PURPOSE: To provide an outline for equitable service and clarify the responsibilities of the library and patrons seeking use of the Sensory Room.

POLICY: The La Retama Library Sensory Room is made available to the public by reservation on a first come basis and does not discriminate on the basis of beliefs or affiliations of individuals or groups requesting its use. The goal of the La Retama Library Sensory Room is to improve and support accessibility and inclusivity for the Coastal Bend community while providing a safe, non-threatening environment to calm or stimulate individuals with sensory sensitive and sensory seeking needs. Library sponsored activities take precedence over public use of the Sensory Room. Permission to use the Sensory Room does not, in any way, constitute an endorsement by the library staff or the Corpus Christi Public Library system. La Retama Library reserves the right to decline any reservation for any reason.

Abuse of the Sensory Room Policy may result in loss of room usage privileges.

ROOM LIMITATIONS

1. The Sensory Room is available to children ages 0-14 and their family.
2. The Sensory Room remains locked unless in use.
3. Access to the room is only given during the hours of a patron's confirmed reservation.
4. No food or drinks in the Sensory Room, except for medical needs.
5. Up to ten people can be in the Sensory Room at one time.
6. The Sensory Room can be reserved by one or more families at a time, or groups/organizations. Once a reservation is made, no other families or groups will be added to the time slot except by the adult placing the reservation.
7. The Sensory Room may not be used for professional therapy without the approval of the Library Director or designee.
8. The Sensory Room is occasionally monitored but is not under continuous monitoring by Library Staff while in use.

SCHEDULING LIMITATIONS

1. Reservation requests may be made no more than 30 days in advance.
2. A maximum of two total outstanding reservations permitted per family or group at any time.
3. Patrons must notify the La Retama Library of a cancellation prior to the reservation date so that the room may be made available to other patrons.
4. Each reservation is subject to approval by library staff.
5. Must arrive on time for the reservation. There will be a grace period of 15 minutes before the reservation is cancelled and is available for others to reserve.

REQUIREMENTS and RESPONSIBILITIES

1. All children using the room require supervision by a parent or adult family member at all times.
2. Patrons of any age with mental, physical, or emotional disabilities which affect decision making skills or render supervision necessary must always be accompanied by a parent or adult family member.
3. An agreement form is required for all adults and children using the Sensory Room.
4. Time slots are in 1-hour increments; 45 minutes to use the room and 15 minutes for patrons to prepare to leave, clean, and reset the room to the original arrangement.
5. Patrons finished with the room should inform library staff of their departure.
6. Patrons must inform library staff if any Sensory room contents are broken or missing.
7. Attending a Sensory Room Orientation is required prior to first room reservations.

8. Reservation requests must include the patron's name, phone number, email address, and any affiliated groups or organizations.

GENERAL TERMS

1. The Corpus Christi Public Libraries, namely La Retama Central Library and staff, collectively and individually, are hereby released and discharged from all liability for any loss, injury, or damage to the property which may be sustained during Sensory Room use.